Approved For Release 2005/07/25 : CIA-RDP70-00211R000500050019-0

# RECORDS MANAGEMENT ORIENTATION

3 June 1965

Approved For Release 2005/07/25 : CIA-RDP70-00211R000500050019-0

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I. Opening Remarks - Introduction . . . . . 1000
STAT [redacted] Assistant for Administration

II. A Records Management Program . . . . . 1010
STAT [redacted] Chief, Records Administration Staff, DDS

III. Break. . . . . 1120

IV. Forms Management . . . . . 1125
STAT [redacted] NPIC Records Management Officer

V. Lunch. . . . . 1215

VI. Correspondence and Mail Management . . . . 1300
STAT [redacted] Records Analyst

VII. Break. . . . . 1400

VIII. Filing Systems, Filing Equipment, and Filing Supplies. . . . . 1415
STAT [redacted] Records Administration Officer

IX. Closing Remarks. . . . . 1515

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